

INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT FOR:

AYS

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	<i>Satisfactory</i>	Lesson matches original description	<i>3 Meets Standard</i>	Criminal Background Checks	<i>Non compliance</i>
Recruiting Materials	<i>Satisfactory</i>	Instruction is clear	<i>3 Meets Standard</i>	Health/safety laws & regulations	<i>In Compliance</i>
Academic Program	<i>Satisfactory</i>	Time on task is appropriate	<i>3 Meets Standard</i>	Financial viability	<i>In Compliance</i>
Progress Reporting	<i>Satisfactory</i>	Instructor is appropriately knowledgeable	<i>3 Meets Standard</i>		
Assessment and Individual Program Design	<i>Satisfactory</i>	Student/instructor ratio: 1:1	<i>3 Meets Standard</i>		

ACTION NEEDED:

Due to violations of IDOE's criminal history check policy, AYS has been placed in technical/compliance corrective action for the 2008-2009 school year. As such, AYS has been required to implement corrective actions to address all areas of concern.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: AYS
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: February 14, 2008

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	BOTH of the following: -Tutor resumes/applications (<u>all tutors</u>) -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Tutor applications -Tutor Contract -Tutor Recruitment description -Tutor Evaluations -Professional development description and agenda -Attendance list for professional development training		X	-Professional development training session is appropriate and in line with provider's application (details regarding additional training on lesson plans and connections to standards are in line with application as well); -Documentation verifies tutors attended professional development training; -Tutor evaluation addresses tutor skills that are essential to effective tutoring (knowledge of subject area, instructional goal setting, rapport with student, etc.); -Tutors meet provider's tutor qualifications.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment flyer -Incentive policy		X	-Recruitment flyer is in line with IDOE policies and provider's application; -Incentive statement was appropriate.
Academic Program	ONE of the following: -Lesson plan(s) for the observed tutoring session(s) and for each subject in which provider tutors <i>In addition to:</i> ONE of the following: -Specific connections to Indiana standards (cite exact IN standard to which lesson connects) -Description of connections to curriculum of EACH district the provider works with.	-Math and Reading lesson plans -Specific connections to Indiana Academic Standards -Description of connection to district curriculum		X	-Lesson plans match those submitted in provider application amendment and those observed during onsite monitoring visits; -Lesson plans provide clear overviews of the concepts that will be covered during sessions; -Lessons clearly connect to Indiana Academic Standards and district programming.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Progress Reporting	ALL of the following: -Progress reports (see IDOE e-mail for details regarding the request for progress reports) -Timeline for sending progress reports -Documentation of reports sent	-SES Contracts and Agreements -Progress reports -Progress report timeline -Documentation of reports sent		X	-Based on progress report timeline and district feedback, progress reports are submitted timely; -Progress reports share student progress on goals from the SES Agreement, student strengths and weaknesses, lessons and activities completed with tutor, and comments from the tutor regarding concerns or positive feedback.
Assessment and Individual Program Design	ALL of the following: -Explanation of the process provider uses to develop Individual learning plans for each student - Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out) -Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.	-Pre-assessment scores -Description of assessment connection to academic standard -Individual learning plan development description		X	-Description of Individual Learning Plan development is adequate; -Although Individual Learning Plans include subject areas upon which tutoring will focus, tools that will be used to measure progress on the timeline by which progress will be measured, plans should also include specific instructional strategies tutors will use to assist students with skill gaps; -Assessments correlate with Indiana Academic Standards.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: AYS

SITE: Lynwood Elementary School

TUTOR'S INITIALS (ALL TUTORS OBSERVED): Library; Rm#109 & #125

NUMBER OF LESSONS OBSERVED: 3

DATE: January 31, 2008; February 5, 2008

REVIEWER: S.T. & M.C.; S.T. & M.C

TIME OF OBSERVATION: 8:20 a.m.; 8:00 a.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a score of 1-4 points for each component. Providers receiving "1 or 2 points" on any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Lesson matches original description in provider application			X		-Students worked one on one with a tutor on math, reading or language arts lessons. One student worked with a tutor on a bingo game that focused on strengthening the student's time telling skills and then completed an activity on monetary units. Another student read a story to his/her tutor while the tutor periodically asked comprehension questions. The third student practiced handwriting letters with which he/she had difficulty and also practiced correctly writing that week's spelling words; -Observed lesson is in line with provider's original application.
Instruction is clear			X		-Instruction was clear as students easily understood what was expected of them and were aware of the tasks they would be completing during the tutoring session; -Tutors were highly responsive whenever students needed additional guidance or clarification.
Time on task is appropriate			X		- Students were engaged in their lessons and seemed genuinely interested in completing their assignments correctly; - Students worked diligently during lesson observation; - Students did not have to be redirected during any of the observed lessons.

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Instructor is appropriately knowledgeable			X		<ul style="list-style-type: none"> -Tutors had a good rapport with students and often gave them positive feedback and guidance when students provided incorrect responses; -Tutors implemented lessons in a manner that was in line with description in provider's application; -Tutors were clearly aware of their students' needs as evidenced by the adjustments made to instructional delivery or extended time working on concepts that were difficult for some students.
Student/instructor ratio: 1:1			X		<ul style="list-style-type: none"> - Individual tutoring was observed; - Ratio matches that reported in original provider application.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: AYS
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: February 14, 2008

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks -Some background checks were not in line with IDOE’s background check policy (i.e. one background check was not completed prior to the tutor working with an SES student, one background check was not verified for accuracy of the spelling of tutor’s name)		X
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> ONE of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	- Student release policy - Parent Handbook - Risk management policy - Fire/Tornado drill log	X	
Financial viability	ONE of the following: -Documentation of liability insurance coverage <i>In addition to:</i> ONE of the following: -Audited financial statements -Tax return for the past two years	- Tax returns for last 2 years - Verification of liability insurance coverage - Audited financial statement	X	

